

## **EVIDENCE OFFICER STUDY GUIDE**

A written examination for the class of **EVIDENCE OFFICER** to be administered in **MONROE** ON **SEPTEMBER 7, 2016**, will consist of **100** multiple-choice questions. The examination will test your abilities in the following areas:

SUBJECT AREA	# OF QXS. ON EXAM	% OF QXS. ON EXAM
FOLLOWING WRITTEN PROCEDURES	23	23%
ENGLISH USAGE/GRAMMAR/ WRITTEN EXPRESSION	23	23%
FILING PROCEDURES	8	8%
OBSERVATION/ASSOCIATION	15	15%
DECISION MAKING/PROBLEM SOLVING	23	23%
MATHEMATICS/ARITHMETIC	8	8%
TOTAL	100	100%

### **Following Written Procedures**

This section is designed to test your ability to follow written instruction and procedures in order to complete assigned tasks. You will be given a set of written instructions and will be asked to answer questions based on the material you have read.

### **English Usage/Grammar/Written Expression**

An important part of an evidence officer's job is communication both orally and on paper. This section is designed to evaluate your ability to recognize and use correct English, complete forms and records accurately, comprehend written communications, and proofread for errors. You will be given sentences and asked to choose the word that is the most grammatically correct answer to fill the blank. You will be given a group of sentences and asked to choose the sentence that is grammatically correct. You will be asked to read a small passage and choose the answer that most nearly explains the meaning of the passage. You will be given sets of information and asked to proofread them against copies to find errors.

### **Filing Procedures**

This section will test your ability to arrange forms, records, and documents for easy reference. You will be given information and asked to arrange it in alphabetical or chronological order and then answer questions based on these arrangements.

### **Observation/Association**

This section is designed to test your ability to notice details in the surrounding environment, observe situations and notice facts which do not fit the normal pattern, recall details of written communications and situations observed, to match a list of items with physical observation, and to identify described items when those items are present with a number of other items. You will be given pictures and asked to identify the correct picture based on a written description. You will be given pictures and lists of items that might be confiscated as evidence and asked to answer questions based on identification of what is pictured or written. You will be given a building sketch and asked to answer questions about movement through the building or location of items.

### **Decision Making/Problem Solving**

This section is designed to test your ability to organize work in order to make efficient use of time and resources, compare various facts and observations and recognize similarities or patterns, evaluate the facts of a given situation and come to a logical conclusion, and to observe the facts of a given situation and compare them with an established standard for purpose of classification. You will be given a set of facts and asked to come to a conclusion based on those facts. You will be given sets of pictures and asked to identify which picture fits with the group. You will be given a pattern series and asked to correctly identify the item that would follow next in the pattern.

### **Mathematics/Arithmetic**

This section is designed to test your ability to perform simple mathematics. You will be asked questions requiring you to add, subtract, multiply, and divide.

**The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.**

**While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.**